

☐ Original ☐ Amendment

LEGISLATIVE RESOURCE CENTER

17 NOV -6 PM 12:51

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

U.S. House of Representatives
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed.** Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Amena E. Ross
2. a. Name of accompanying relative: _____ or None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: 10/14/17 Return: 10/20/17
b. Dates at personal expense (if any): _____ or None ☒
4. Departure city: Washington, DC (IAD) Destination: Brussels, Belgium Return city: Washington, DC (IAD)
5. Sponsor(s) (who paid for the trip): Friedrich Ebert Foundation
6. Describe meetings and events attended: We met with European Union staff, Members
of the European Parliament and representatives from policy think tanks to discuss transatlantic policy.
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
 - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
 - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. ☒ page 2 of the completed Traveler Form submitted by the employee; **and**
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (*Signify that statement is true by checking box*): ☒
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER:  DATE: 11/6/2017

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Al Green DATE: 11/6/2017

SIGNATURE OF SUPERVISING MEMBER: 

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Friedrich Ebert Foundation
2. Travel Destination(s): Brussels, Belgium
3. Date of Departure: Oct 14 2017 Date of Return: Oct 20 2017
4. Name(s) of Traveler(s): Amena Ross
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$3000	\$875	\$375	
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Michael Meier Title: Director

Organization: Friedrich Ebert Foundation

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 1023 15th St. NW Suite 801

Washington, D.C. 20005

Telephone number: 202-408-5444

Email Address: M.Meier@fesdc.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

**U.S. House of Representatives
Committee on Ethics**

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Amena E. Ross

**NOTE: Willful or knowing misrepresentations on this form
may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Name of signatory (if other than traveler): _____

For staff, name of employing Member or committee: Rep. Al Green

Office address: 2347 Rayburn HOB, Washington, DC 20515

Telephone number: (202) 225-7508

Email address of contact person: amena.ross@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form please contact the Committee:

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

**U.S. House of Representatives
Committee on Ethics**

TRAVELER FORM

1. Name of Traveler: Amena E. Ross
2. Sponsor(s) (who will be paying for the trip): Friedrich Ebert Foundation
3. Travel destination(s): Brussels, Belgium
4. a. Date of departure 10/14/17 Date of return: 10/20/17
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
As Chief of Staff, I'm responsible for making policy recommendations to the Congressman regarding financial services and national security issues.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. FOR STAFF TRAVELERS:

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 9/13/2017



Signature of Employing Member

**U.S. House of Representatives
Committee on Ethics**

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): Friedrich Ebert Foundation
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or.
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
see attached
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: 10/14/17 Date of return: 10/20/17
7. a. City of departure: Washington, DC
b. Destination(s): Brussels, Belgium
c. City of return: Washington, DC
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒

11. Check one:

a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or

b. N/A – trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

As part of its mission, the Friedrich Ebert Foundation seeks to encourage open, straightforward strategy discussions and debates to further US-EU cooperation on crucial issues ranging from international security to economic development and domestic policy. The aim of this program is to offer insight into the inner workings of the European Union and its institutions to give Congressional staff a greater appreciation for the current challenges as well as opportunities that exist in the transatlantic alliance. The Friedrich Ebert Foundation is the sole sponsor of this trip

13. Answer parts a and b. Answer part c if necessary.

a. Mode of travel: Air ☒ Rail ☐ Bus ☐ Car ☐ Other ☐ (Specify: _____)

b. Class of travel: Coach ☐ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: _____)

c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☒ or

b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☐

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): _____
\$75

2) Provide reason for selecting the location of the event or trip: _____
Brussels is the European capital

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: Hotel Courtyard Brussels City: Brussels Cost per night: 85 Euro

Reason(s) for selecting: proximity to meeting destinations

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. **TOTAL EXPENSES FOR EACH PARTICIPANT:**

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$1200	\$500	\$375
For each accompanying relative			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee		
For each accompanying relative		

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or
b. N/A - sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☐

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Sebastian Ehreiser

Title: Program Officer

Organization: Friedrich Ebert Foundation

Address: 1023 15th St. NW Suite 801

Telephone number: 202-408-5444

Email address: SebastianEhreiser@gmail.com

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Susan W. Brooks, Indiana
Chairwoman
Theodore E. Deutch, Florida
Ranking Member

Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Kenny Marchant, Texas
Leonard Lance, New Jersey

Yvette D. Clarke, New York
Jared Polis, Colorado
Anthony Brown, Maryland
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

October 12, 2017

Thomas A. Rust
Staff Director and Chief Counsel

Donna Herbert
Director of Administration

Megan Savage
*Chief of Staff and Counsel to
the Chairwoman*

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

Ms. Amena Ross
Office of the Honorable Al Green
2347 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Ross:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Belgium, scheduled for October 14 to 20, 2017, sponsored by the Friedrich Ebert Foundation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$390] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments filed with the Committee, and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

Ms. Amena Ross
Page 2

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Susan W. Brooks
Chairwoman



Theodore E. Deutch
Ranking Member

SWB/TED:tn



Programme Proposal

**Transatlantic Dialogue
Outlook on the EU-US relations**

Dialogue Programme addressed at US Congress Staff

**Brussels
October 15 – 20th 2017**

Participants

Phil Bednarczyk – House Foreign Affairs Committee (Minority)

Izmira Aitch – Office of Rep. Gwen Moore (D-WI)

Amena E. Ross - Office of Congressman Al Green (TX-09)

Jamie Geller - House Foreign Affairs Committee (Minority)

Accommodation:

**Hotel Courtyard Brussels EU
Rue Jozef II 32
1000 Brussels**

<https://www.marriott.co.uk/hotels/travel/brumt-courtyard-brussels-eu/>

Organisation:

**Sidonie Wetzig
FES EU Office
38, Rue du Taciturne
1000 Brussels
Tel.: +32 2 234 62 83
Email: sidonie.wetzig@fes-europe.eu**

Context:

Even though the new US administration is followed with great interest by the European partners, some of the messages that sent are met with great concern. The fundamental trust in the traditional transatlantic partnership seems to have been shattered. While the EU will have to rely more than ever on itself, it also has to overcome several integration crises and build up new strengths. However, in view of the complexity and interdependency of global challenges the transatlantic partnership needs to be preserved through times of uncertainty. This programme will offer a platform for a transatlantic exchange and aims at opening up communication channels beyond diplomatic channels. The discussion between the delegation and EU representatives and Brussels based think tanks will explore trends and priorities of US foreign policies, at the same time providing the delegation with insights into EU policy making and current areas of progress in the integration process as well as challenges to it. Ultimately, this programme should provide both sides with background knowledge to facilitate interpretation of the respective partner.

Programme

Topics and Institutions that will be covered include:

European Institutions and Decision-making, Security and Defence Policy, Trade Policy, Climate and Energy Policy, European External Actions Service, European Commission (DG Trade, Energy, Climate Action), European Parliament (MEPs and Assistants), NATO, Brussels based think tanks and NGOs. The programme will mostly consist of bilateral meetings.

Costs for travel and accommodation will be covered by FES Brussels.

Sunday, October 15th

	Arrival of Participants
19h00	Welcome Dinner
	Venue: Tbc

Monday, October 16th

10h00	Introduction to the Programme
	Sidonie Wetzlg, FES Brussels FES EU Office
11h30-12h30	Structure of the EU, Challenges of the EU Integration Process
	Stephan Thalhofer, FES Brussels FES EU Office
14h30-15h00	Implementing the Single Market in the EU – Meeting with European Commission, DG GROW
	Elke Klapper, Economic Data Analyst DG Internal Market, Industry, Entrepreneurship and SMEs European Commission

16h00-17h00 Influencing Decision Making in the EU. Discussion with Finance Watch

Giulia Porino
Outreach and Expertise Coordinator
Finance Watch
<http://www.finance-watch.org/about-us>

Tuesday, October 17th

9h30 Dialogue and Cooperation on Climate Policy – EU's priorities
Meeting with European Commission, DG Clima

Elina Bardram, Head of Unit International and Inter-institutional Relations
DG Climate Action
European Commission

11h00 EU-US Trade Relation
Meeting with European Commission, DG Trade

Elina Bardram, Head of Unit International and Inter-institutional Relations
DG Climate Action
European Commission

12h30 Lunch Debate with Brussels based Think Tanks
EU's Security and Defence Policy

Giovanni Grevi, EPC
NN
NN

14h30 Transatlantic Relations
Meeting with the European External Actions Service

Richard Tibbels, Head of Division, United States and Canada
European External Actions Service

14h30 European Defence Cooperation
Meeting with the European External Actions Service

Alexander McLachlan, Strategic Planning Division
European External Actions Service

Wednesday, October 18th

9h30 EU's Energy Security Strategy
Meeting with European Commission, DG ENERGY

NN

DG Energy

- 11h00** **Power and Responsibility of EU Parliament**
Meeting with MEPs/Members of the Delegation to the US
- 12h00** **Lunch debate with European Parliament Staff**
The Impact of Right-wing Populism on EU Decision Making

Restaurant of the EP
- 14h30** **Public Event on the European Elections at the Friedrich Ebert Foundation**

NN,
- 16h30** **Political-Historical Guided Tour through Brussels**

Thursday, October 19th

- 10h00-12h00** **Meeting with Representatives of the NATO International Staff**
What future for the Atlantic Alliance?
- 13h00** **Evaluation of the Programme and Outlook for future Cooperation**
- Afternoon** **End of Programme**

Friday, October 20th

Departure of Participants

Answer to Question 4

List of Invitees

Lesley Warner - House Foreign Affairs Committee

Phil Bednarczyk – House Foreign Affairs Committee

Izmira Aitch – Office of Rep. Gwen Moore (D-WI)

Jeff Billman - Office of Representative Peter Roskam (R-IL)

Mike Dankler – Office of Representative Jackie Walorski (R-IN)

Josh Jackson – Office of Representative Adrian Smith (R-NE)

Taylor Andreae – Office Joe Wilson (R-SC)

Clark Fonda – Office of Robert Pittenger (NC-09)

Rachel Wagley - Congresswoman Ann Wagner (MO-2)

Jamie Geller - House Foreign Affairs Committee (Democrats)

Amena E. Ross - Office of Congressman Al Green (TX-09)

Taylor Andreae - Office of Representative Joe Wilson (R-SC)

Zach Silberman – Office Adam Kinzinger (R-IL)

Dylan Frost - Office of Representative French Hill (R-AR)

Sam Fletcher - Office of Representative Doug Lamborn (R-CO)

Oliver Schwab - Office of Representative David Schweikert (R-AZ)